

# Navigating to Position and Hierarchy Screens

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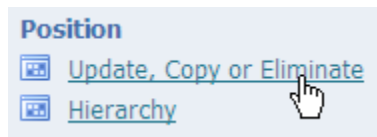
## Navigating to the Position Screen

Go to the CHRIS homepage <http://www.gsa.gov/CHRIS> and login.

Depending on your access, click on the **WMT responsibility** from Navigator window, and then click on “**Hierarchy**” under Position.

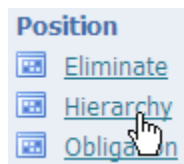
### WMT Super User

**Position:** Update, Copy, Eliminate and Purge capability



### SSO WMT Super User

**Position:** View Only and Eliminate capability. No Purge capability



### HRO WMT Super User

**Position:** Update, Copy, Eliminate and Purge capability



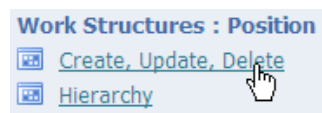
### HRO WMT Personnelist (Read Only)

**Position:** View Only capability. No Purge capability.



### WMT Federal Personnelist (Super Super User)

**Position:** Create, Update, Copy, Eliminate and Purge



The “**Find Positions**” window opens.

A screenshot of a window titled "Find Positions". It contains several input fields for search criteria: "Name", "Type", "Job", "Organization", and "Location". There is also a "Hiring Status" dropdown menu currently set to "Active". At the bottom of the window are three buttons: "Clear", "New", and "Find".

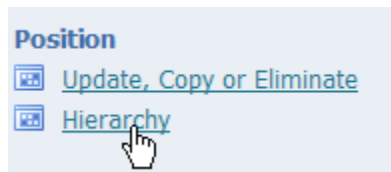
# Navigating to the Position Hierarchy Screen

Go to the CHRIS homepage [gsa.gov/CHRIS](https://gsa.gov/CHRIS) and logon.

Depending on your access, click on the **WMT responsibility** from Navigator window, and then click on “**Hierarchy**” under Position.

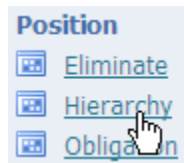
## WMT Super User

**Hierarchy:** Insert, Update and Delete capability



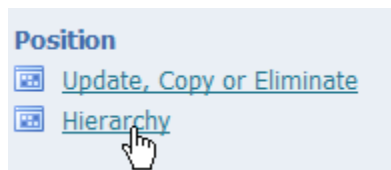
## WMT Super User

**Hierarchy:** Insert, Update and Delete capability



## HRO WMT Super User

**Hierarchy:** Insert, Update and Delete capability



## HRO WMT Personnelist (Read Only)

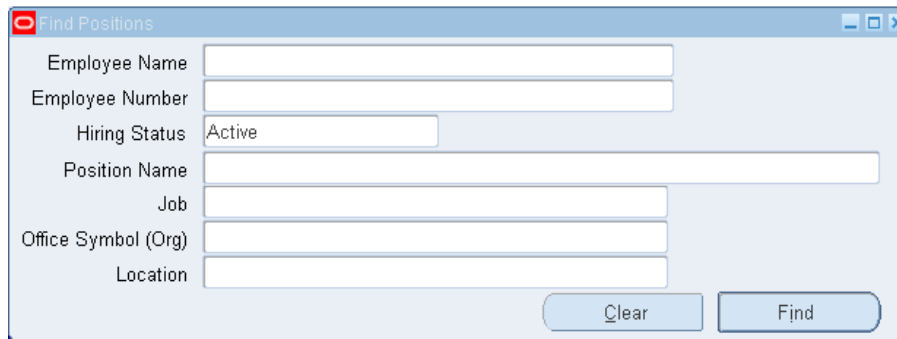
**Hierarchy:** View Only capability



**WMT Federal Personnelist** (Super Super User)  
**Hierarchy:** Insert, Update and Delete capability



The **“Find Positions”** window opens.

A screenshot of a window titled "Find Positions". It contains several input fields for searching: "Employee Name", "Employee Number", "Hiring Status" (with "Active" selected), "Position Name", "Job", "Office Symbol (Org)", and "Location". At the bottom right, there are two buttons: "Clear" and "Find".